



TOWNSHIP OF AETNA  
Mecosta County, Michigan

FINANCIAL REPORT WITH  
SUPPLEMENTARY INFORMATION

Year Ended March 31, 2005

## AUDITING PROCEDURES REPORT

Issue under P.A. 2 of 1968, as amended. Filing is mandatory.

<b>Local Government Type</b> <input type="checkbox"/> City <input checked="" type="checkbox"/> Township <input type="checkbox"/> Village <input type="checkbox"/> Other		<b>Local Government Name</b> Township of Aetna	<b>County</b> Mecosta
<b>Audit Date</b> March 31, 2005	<b>Opinion Date</b> June 8, 2005	<b>Date Accountant Report Submitted to State:</b> September 24, 2005	

We have audited the financial statements of this local unit of government and rendered an opinion on financial statements prepared in accordance with the Statements of the Governmental Accounting Standards Board (GASB) and the *Uniform Reporting Format for Financial Statements for Counties and Local Units of Government in Michigan* by the Michigan Department of Treasury.

We affirm that:

1. We have complied with the *Bulletin for the Audits of Local Units of Government in Michigan* as revised.
2. We are certified public accountants registered to practice in Michigan.

We further affirm the following. "Yes" responses have been disclosed in the financial statements, including the notes, or in the report of comments and recommendations

You must check the applicable box for each item below.

- ☐ yes ☒ no 1. Certain component units/funds/agencies of the local unit are excluded from the financial statements.
- ☐ yes ☒ no 2. There are accumulated deficits in one or more of this unit's unreserved fund balances/retained earnings (P.A. 275 of 1980).
- ☐ yes ☒ no 3. There are instances of non-compliance with the Uniform Accounting and Budgeting Act (P.A. 2 of 1968, as amended).
- ☐ yes ☒ no 4. The local unit has violated the conditions of either an order issued under the Municipal Finance Act or its requirements, or an order issued under the Emergency Municipal Loan Act.
- ☐ yes ☒ no 5. The local unit holds deposits/investments which do not comply with statutory requirements. (P.A. 20 of 1943, as amended [MCL 129.91], or P.A. 55 of 1982, as amended [MCL 38.1132]).
- ☐ yes ☒ no 6. The local unit has been delinquent distributing tax revenues that were collected for another taxing unit.
- ☐ yes ☒ no 7. The local unit has violated the Constitutional requirement (Article 9, Section 24) to fund current year earned pension benefits (normal costs) in the current year. If the plan is more than 100% funded and the overfunding credits are more than the normal cost requirement, no contributions are due (paid during they year).
- ☐ yes ☒ no 8. The local unit uses credit cards and has not adopted an applicable policy as required by P.A. 266 of 1995 (MCL 129.241).
- ☐ yes ☒ no 9. The local unit has not adopted an investment policy as required by P.A. 196 of 1997 (MCL 129.95).

We have enclosed the following:	Enclosed	To Be Forwarded	Not Required
The letter of comments and recommendations.	X		
Reports on individual federal financial assistance programs (program audits).			X
Single Audit Reports (ASLGU).			X

<b>Certified Public Accountant (Firm Name)</b> Campbell, Kusterer & Co., P.C.			
<b>Street Address</b> 512 N. Lincoln, Suite 100, P.O. Box 686	<b>City</b> Bay City	<b>State</b> MI	<b>Zip</b> 48707
<b>Accountant Signature</b> Campbell, Kusterer & Co., P.C.			

TOWNSHIP OF AETNA  
Mecosta County, Michigan

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# CAMPBELL, KUSTERER & CO., P.C.

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## INDEPENDENT AUDITOR'S REPORT

June 8, 2005

To the Township Board  
Township of Aetna  
Mecosta County, Michigan

We have audited the accompanying financial statements of the governmental activities and each major fund of Township of Aetna, Mecosta County, Michigan as of and for the year ended March 31, 2005, which collectively comprise the Township's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Township of Aetna's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Township of Aetna, Mecosta County, Michigan as of March 31, 2005, and the respective changes in financial position thereof, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

As described in Note 1, the Township has implemented a new financial reporting model, as required by the provisions of GASB Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments*, as of April 1, 2004.

The Management's Discussion and Analysis and budgetary comparison information listed in the table of contents are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management, regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

Our audit was conducted for the purpose of forming an opinion on the Township's basic financial statements. The other supporting information described in the accompanying table of contents is presented for the purpose of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied by us in the audit of the basic financial statements and, in our opinion, it is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

*Campbell, Kusterer & Co., P.C.*

CAMPBELL, KUSTERER & CO., P.C.  
Certified Public Accountants

TOWNSHIP OF AETNA  
Mecosta County, Michigan

MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the year ended March 31, 2005

The Management's Discussion and Analysis report of the Township of Aetna covers the Township's financial performance during the year ended March 31, 2005.

FINANCIAL HIGHLIGHTS

Our financial status remained stable over the last year. Net assets at March 31, 2005, totaled \$427,355.34 for governmental activities. Overall total capital assets remained approximately the same.

Overall revenues were \$191,737.28 from governmental activities. Governmental activities had a \$16,976.31 increase in net assets with road improvements of \$42,956.40 and \$7,276.91 in depreciation expense.

Taxable value increased by approximately \$3,000,000.00.

We did not incur any new debt.

OVERVIEW OF FINANCIAL STATEMENTS

This annual report consists of three parts, management's discussion and analysis, the basic financial statements and required supplementary information. The basic financial statements include two different kinds of statements that present different views of the Township and the notes to the financial statements.

The first two statements are entity-wide financial statements and provide both long and short-term information about our overall financial status. These statements present governmental activities.

The remaining statements are fund financial statements, which focus on individual parts of the Township in more detail.

The notes to the financial statements explain some of the information in the statements and provide more detailed data.

Required supplementary information further explains and supports the financial statement information with budgetary comparisons.

ENTITY-WIDE FINANCIAL STATEMENTS

The entity-wide statements report information about the Township as a whole using accounting methods used by private companies. The statement of net assets includes all of the Township's assets and liabilities. The statement of activities records all of the current year revenues and expenses regardless of when received or paid.

The two entity-wide statements report net assets and how they have changed. Net assets are the difference between the entity's assets and liabilities and this is one method to measure the entity's financial health or position.

Over time increases/decreases in the entity's net assets are an indicator of whether financial position is improving or deteriorating.

To assess overall health of the entity you may also have to consider additional factors such as tax base changes, facility conditions and personnel changes.

All of the activities of the Township are reported as governmental activities. This includes the General Fund and the Current Tax Collection Fund.

TOWNSHIP OF AETNA  
Mecosta County, Michigan

MANAGEMENT'S DISCUSSION AND ANALYSIS  
For the year ended March 31, 2005

FUND FINANCIAL STATEMENTS

The fund financial statements provide more detailed information about the Township's funds, focusing on significant (major) funds not the Township as a whole. Funds are used to account for specific activities or funding sources. Some funds are required by law or bond covenants. The Township Board also may create them. Funds are established to account for funding and spending of specific financial resources and to show proper expenditures of those resources.

The Township has the following types of funds:

Governmental funds: All of the Township's activities are included in the governmental category. These funds are presented on the modified accrual basis, which is designed to show short-term financial information. You will note that the differences between the Township's entity-wide statements and the fund statements are disclosed in reconciling statements to explain the differences between them. The Township's governmental activities include the General Fund.

FINANCIAL ANALYSIS OF THE TOWNSHIP AS A WHOLE

During the year we prepared 200<sup>th</sup> Avenue between 4 mile and 5 mile for paving at a cost of \$42,956.40.

Our cash position in the governmental activities remains strong.

FINANCIAL ANALYSIS OF THE TOWNSHIP'S FUNDS

The General Fund pays for most of the Township's governmental services with total expenditures of \$169,259.99.

CAPITAL ASSET AND LONG-TERM DEBT ACTIVITY

The Township's governmental activities invested \$1,775.93 in capital assets.

The Township's governmental activities paid \$0 of principal on long-term debt.

KNOWN FACTORS AFFECTING FUTURE OPERATIONS

The future of state revenue sharing is very clouded and it represents 75% of our income. We continue to grow at a 3% rate in taxable values with little demand for infrastructure, except good roads and water, where available.

CONTACTING THE TOWNSHIP'S MANAGEMENT

This financial report is designed to provide our taxpayers, creditors, investors and customers with a general overview of the Townships finances and to demonstrate the Township's accountability for the revenues it receives. If you have any questions concerning this report please contact the Township Clerk or Township Treasurer at P.O. Box 228, Morley, Michigan 49336.

TOWNSHIP OF AETNA  
Mecosta County, Michigan

GOVERNMENT-WIDE STATEMENT OF NET ASSETS  
March 31, 2005

	<u>Governmental Activities</u>
ASSETS:	
CURRENT ASSETS:	
Cash in bank	292 112 58
Taxes receivable	<u>8 236 43</u>
Total Current Assets	<u>300 349 01</u>
NON-CURRENT ASSETS:	
Capital Assets	177 215 17
Less: Accumulated Depreciation	<u>(50 208 84)</u>
Total Non-current Assets	<u>127 006 33</u>
TOTAL ASSETS	<u><u>427 355 34</u></u>
LIABILITIES AND NET ASSETS:	
LIABILITIES:	
CURRENT LIABILITIES	<u>-</u>
Total Current Liabilities	<u>-</u>
NON-CURRENT LIABILITIES	<u>-</u>
Total Non-current Liabilities	<u>-</u>
Total Liabilities	<u>-</u>
NET ASSETS:	
Invested in Capital Assets, Net of Related Debt	127 006 33
Unrestricted	<u>300 349 01</u>
Total Net Assets	<u>427 355 34</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>427 355 34</u></u>

The accompanying notes are an integral part of these financial statements.

TOWNSHIP OF AETNA  
Mecosta County, Michigan

GOVERNMENT-WIDE STATEMENT OF ACTIVITIES  
Year ended March 31, 2005

		<u>Program Revenue</u>		<u>Governmental Activities</u>
	<u>Expenses</u>	<u>Charges for Services</u>	<u>Operating Grants - Contributions</u>	<u>Net (Expense) Revenue and Changes in Net Assets</u>
<b>FUNCTIONS/PROGRAMS</b>				
Governmental Activities:				
Legislative	21 198 52	-	-	(21 198 52)
General government	71 095 53	6 760 60	-	(64 334 93)
Public safety	30 232 02	-	1 754 53	(28 477 49)
Public works	49 734 90	4 845 00	-	(44 889 90)
Culture and recreation	<u>2 500 00</u>	<u>-</u>	<u>-</u>	<u>(2 500 00)</u>
Total Governmental Activities	<u>174 760 97</u>	<u>11 605 60</u>	<u>1 754 53</u>	<u>(161 400 84)</u>
General Revenues:				
Property taxes				44 790 73
State revenue sharing				122 861 51
Interest				3 673 54
Miscellaneous				<u>7 051 37</u>
Total General Revenues				<u>178 377 15</u>
Change in net assets				16 976 31
Net assets, beginning of year				<u>410 379 03</u>
Net Assets, End of Year				<u>427 355 34</u>

The accompanying notes are an integral part of these financial statements.



TOWNSHIP OF AETNA  
Mecosta County, Michigan

BALANCE SHEET - GOVERNMENTAL FUNDS  
March 31, 2005

	<u>General</u>
<u>Assets</u>	
Cash in bank	254 091 69
Taxes receivable	8 236 43
Due from other funds	<u>38 020 89</u>
Total Assets	<u><u>300 349 01</u></u>
<u>Liabilities and Fund Equity</u>	
Liabilities	
Total liabilities	<u>-</u>
Fund equity:	
Fund balances:	
Unreserved:	
Undesignated	<u>300 349 01</u>
Total fund equity	<u><u>300 349 01</u></u>
Total Liabilities and Fund Equity	<u><u>300 349 01</u></u>

The accompanying notes are an integral part of these financial statements.

TOWNSHIP OF AETNA  
Mecosta County, Michigan

RECONCILIATION OF BALANCE SHEET OF GOVERNMENTAL FUNDS  
TO THE STATEMENT OF NET ASSETS  
March 31, 2005

TOTAL FUND BALANCES – GOVERNMENTAL FUNDS	300 349 01
Amounts reported for governmental activities in the statement of net assets are different because –	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds balance sheet:	
Capital assets at cost	177 215 17
Accumulated depreciation	<u>(50 208 84)</u>
TOTAL NET ASSETS – GOVERNMENTAL ACTIVITIES	<u><u>427 355 34</u></u>

The accompanying notes are an integral part of these financial statements.

TOWNSHIP OF AETNA  
Mecosta County, Michigan

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCES -  
GOVERNMENTAL FUNDS  
Year ended March 31, 2005

	<u>General</u>
Revenues:	
Property taxes	44 790 73
State grant	1 754 53
State revenue sharing	122 861 51
Charges for services:	
Cemetery	5 658 60
Hall rental	1 102 00
Interest	3 673 54
Special assessments	4 845 00
Miscellaneous	7 051 37
Total revenues	<u>191 737 28</u>
Expenditures:	
Legislative:	
Township Board	21 198 52
General government:	
Supervisor	9 899 02
Elections	1 689 25
Assessor	14 559 96
Clerk	11 547 00
Board of Review	1 011 40
Treasurer	11 617 36
Building and grounds	7 621 32
Cemetery	10 930 51
Public safety:	
Fire protection	27 153 32
Public works:	
Highways and streets	42 956 40
Weed control	4 800 00
Culture and recreation:	
Library	2 500 00
Capital outlay	1 775 93
Total expenditures	<u>169 259 99</u>
Excess of revenues over expenditures	22 477 29
Fund balance, April 1	<u>277 871 72</u>
Fund Balance, March 31	<u><u>300 349 01</u></u>

The accompanying notes are an integral part of these financial statements.

TOWNSHIP OF AETNA  
Mecosta County, Michigan

RECONCILIATION OF THE STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN  
FUND BALANCES OF GOVERNMENTAL FUNDS TO THE STATEMENT OF ACTIVITIES  
Year ended March 31, 2005

NET CHANGE IN FUND BALANCES – TOTAL GOVERNMENTAL FUNDS 22 477 29

Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures; in the Statement of Activities,  
these costs are allocated over their estimated useful lives as depreciation

Depreciation Expense	(7 276 91)
Capital Outlay	<u>1 775 93</u>

CHANGE IN NET ASSETS OF GOVERNMENTAL ACTIVITIES	<u><u>16 976 31</u></u>
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The accompanying notes are an integral part of these financial statements.

TOWNSHIP OF AETNA  
Mecosta County, Michigan

NOTES TO FINANCIAL STATEMENTS  
March 31, 2005

Note 1 – Summary of Significant Accounting Policies

The accounting policies of the Township of Aetna, Mecosta County, Michigan, conform to generally accepted accounting principles as applicable to governmental units.

Reporting Entity

The financial statements of the Township contain all the Township funds that are controlled by or dependent on the Township's executive or legislative branches.

The reporting entity is the Township of Aetna. The Township is governed by an elected Township Board. As required by generally accepted accounting principles, these financial statements present the Township as the primary government.

Government-Wide and Fund Financial Statements

The government-wide financial statements, (the Statement of Net Assets and the Statement of Changes in Net Assets) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. All the Township's government-wide activities are considered governmental activities.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: (1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes, intergovernmental payments and other items not properly included among program revenues are reported as general revenue.

Major individual governmental funds are reported as separate columns in the fund financial statements.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. When an expense is incurred for purposes for which both restricted and unrestricted net assets are available, restricted resources are applied first.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due.

TOWNSHIP OF AETNA  
Mecosta County, Michigan

NOTES TO FINANCIAL STATEMENTS  
March 31, 2005

Note 1 – Summary of Significant Accounting Policies (continued)

Governmental Funds

General Fund

This fund is used to account for all financial transactions except those required to be accounted for in another fund. The fund includes the general operating expenditures of the local unit. Revenues are derived primarily from property taxes, state and federal distributions, grants, and other intergovernmental revenues.

Fiduciary Fund

The Current Tax Collection Fund is used to account for assets held as an agent for others.

Assets, Liabilities and Net Assets or Equity

Bank deposits and investments – Cash and cash equivalent investments include cash on hand, demand deposits, certificates of deposit and short-term investments with a maturity of three months or less when acquired. Investments are stated at fair value.

Receivables

Receivables have been recognized for all significant amounts due to the Township. Allowances for uncollectible accounts have not been provided for in that collection is not considered doubtful and any uncollected amount would be immaterial.

Inventories

Inventories of supplies are considered to be immaterial and are not recorded.

Property Taxes

Property taxes and other revenue that are both measurable and available for use to finance operations are recorded as revenue when earned.

Properties are assessed as of December 31 and the related property taxes become a lien on December 1 of the following year. These taxes are due on February 14 with the final collection date of February 28 before they are added to the county tax rolls. The 2004 tax roll millage rate was .9866 mills, and the taxable value was \$35,826,472.00.

Encumbrances

Encumbrances involving the current recognition of purchase orders, contracts and other commitments for future expenditures are not recorded.

TOWNSHIP OF AETNA  
Mecosta County, Michigan

NOTES TO FINANCIAL STATEMENTS  
March 31, 2005

Note 1 – Summary of Significant Accounting Policies (continued)

Capital Assets

Capital assets are defined by the Township as assets with an initial cost of more than \$1,000.00 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost. Donated assets are reported at estimated fair market value at the date of donation. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Buildings, additions and improvements	10-50 years
Furniture and equipment	5-20 years

Compensated Absences (Vacation and Sick Leave)

Employees are not allowed to accumulate vacation and sick pay.

Post-employment Benefits

The Township provides no post-employment benefits to past employees.

Fund Equity

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

Accounting Change

Effective April 1, 2004, the Township implemented the provisions of Governmental Accounting Standards Board Statement No. 34, *Basic Financial Statements – and Management's Discussion and Analysis – for State and Local Governments* (GASB No. 34). Changes to the Township's financial statements as a result of GASB No. 34 are as follows:

A Management's Discussion and Analysis (MD&A) section providing analysis of the Township's overall financial position and results of operations has been included.

Government-wide financial statements (Statement of Net Assets and Statement of Activities) prepared using the full accrual accounting for all the Township's activities have been provided.

Capital assets in the governmental activities column of the Statement of Net Assets include net assets totaling \$127,006.33.

TOWNSHIP OF AETNA  
Mecosta County, Michigan

NOTES TO FINANCIAL STATEMENTS  
March 31, 2005

Note 2 – Budgets and Budgetary Accounting

The following procedures are followed in establishing the budgetary data reflected in these financial statements:

1. Prior to the beginning of the fiscal year, the proposed budget for each budgetary fund is submitted to the Township Board for consideration.
2. The proposed budgets include expenditures as well as the methods of financing them.
3. Public hearings are held to obtain taxpayer comments.
4. The budgets are adopted at the activity level by a majority vote of the Township Board.
5. The budgets are adopted on the modified accrual basis of accounting.
6. The originally adopted budgets can be amended during the year only by a majority vote of the Township Board.
7. The adopted budgets are used as a management control device during the year for all budgetary funds.
8. Budget appropriations lapse at the end of each fiscal year.
9. The budgeted amounts shown in these financial statements are the originally adopted budgets with all amendments that were approved by the Township Board during the fiscal year.

Note 3 – Deposits and Investments

Michigan Compiled Laws, Section 129.91, authorizes the Township to deposit and invest in the accounts of federally insured banks, credit unions, and savings and loan associations; bonds, securities and other direct obligations of the United States, or any agency or instrumentality of the United States; United States government or federal agency obligation repurchase agreements; banker's acceptance of United States banks; commercial paper rated within the two highest classifications, which mature not more than 270 days after the date purchase; obligations of the State of Michigan or its political subdivisions which are rated as investment grade; and mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan. Financial institutions eligible for deposit of public funds must maintain an office in Michigan.

The Township Board has designated three banks for the deposit of Township funds. The investment policy adopted by the board in accordance with Public Act 196 of 1997 has authorized investment in all investments authorized by state law as listed above.

The Township's deposits and investments are in accordance with statutory authority.

The Governmental Accounting Standards Board Statement No. 3, risk disclosures for the cash deposits are as follows:

	<u>Carrying Amounts</u>
Total Deposits	<u>292,112.58</u>



TOWNSHIP OF AETNA  
Mecosta County, Michigan

NOTES TO FINANCIAL STATEMENTS  
March 31, 2005

Note 3 – Deposits and Investments (continued)

Amounts in the bank balances are without considering deposits in transit or uncleared checks.

	<u>Bank Balances</u>
Insured (FDIC)	257 437 57
Uninsured and Uncollateralized	<u>41 379 90</u>
Total Deposits	<u><u>298 817 47</u></u>

The Township of Aetna did not have any investments as of March 31, 2005.

Note 4 – Capital Assets

Capital asset activity of the Township's Governmental activities for the current year was as follows:

	<u>Balance 4/1/04</u>	<u>Additions</u>	<u>Deletions</u>	<u>Balance 3/31/05</u>
<u>Governmental Activities:</u>				
Land	24 185 00	-	-	24 185 00
Buildings	108 203 29	-	-	108 203 29
Equipment	<u>43 050 95</u>	<u>1 775 93</u>	<u>-</u>	<u>44 826 88</u>
Total	175 439 24	1 775 93	-	177 215 17
Accumulated Depreciation	<u>(42 931 93)</u>	<u>(7 276 91)</u>	<u>-</u>	<u>(50 208 84)</u>
Net Capital Assets	<u><u>132 507 31</u></u>	<u><u>(5 500 98)</u></u>	<u><u>-</u></u>	<u><u>127 006 33</u></u>

Note 5 – Pension Plan

The Township has a defined contribution pension plan covering all elected Township officials. The Township contributes 15% of each covered employee's wages to the plan. The Township's total contribution to the plan for the year ended March 31, 2005, was \$7,971.04.

Note 6 – Deferred Compensation Plan

The Township does not have a deferred compensation plan.

Note 7 – Risk Management

The Township is exposed to various risks of loss related to property loss, torts, errors, omissions, and employee injuries (workers' compensation). The Township has purchased commercial insurance for property loss, torts and workers' compensation claims. Settled claims relating to the commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

Note 8 – Building Permits

The Township of Aetna does not issue building permits. Building permits are issued by the County of Mecosta.

TOWNSHIP OF AETNA  
Mecosta County, Michigan

NOTES TO FINANCIAL STATEMENTS  
March 31, 2005

Note 9 – Interfund Receivables and Payables

The amounts of interfund receivables and payables are as follows:

<u>Fund</u>	<u>Interfund Receivable</u>	<u>Fund</u>	<u>Interfund Payable</u>
General	<u>38 020 89</u>	Current Tax Collection	<u>38 020 89</u>

TOWNSHIP OF AETNA  
Mecosta County, Michigan

**BUDGETARY COMPARISON SCHEDULE – GENERAL FUND**  
Year ended March 31, 2005

	<u>Original Budget</u>	<u>Final Budget</u>	<u>Actual</u>	<u>Variance with Final Budget Over (Under)</u>
Revenues:				
Property taxes	40 900 00	40 900 00	44 790 73	3 890 73
State grant	600 00	600 00	1 754 53	1 154 53
State revenue sharing	135 780 00	135 780 00	122 861 51	(12 918 49)
Charges for services:				
Cemetery	6 000 00	6 000 00	5 658 60	(341 40)
Hall rental	1 300 00	1 300 00	1 102 00	(198 00)
Interest	400 00	400 00	3 673 54	3 273 54
Special assessments	4 875 00	4 875 00	4 845 00	(30 00)
Miscellaneous	<u>2 675 00</u>	<u>2 675 00</u>	<u>7 051 37</u>	<u>4 376 37</u>
Total revenues	<u>192 530 00</u>	<u>192 530 00</u>	<u>191 737 28</u>	<u>(792 72)</u>
Expenditures:				
Legislative:				
Township Board	24 725 00	21 425 00	21 198 52	(226 48)
General government:				
Supervisor	6 500 00	10 000 00	9 899 02	(100 98)
Elections	2 000 00	2 000 00	1 689 25	(310 75)
Assessor	18 000 00	18 300 00	14 559 96	(3 740 04)
Clerk	14 000 00	14 000 00	11 547 00	(2 453 00)
Board of Review	1 200 00	1 200 00	1 011 40	(188 60)
Treasurer	13 000 00	13 000 00	11 617 36	(1 382 64)
Building and grounds	6 500 00	7 700 00	7 621 32	(78 68)
Cemetery	15 000 00	15 000 00	10 930 51	(4 069 49)
Public safety:				
Fire protection	36 500 00	36 500 00	27 153 32	(9 346 68)
Public works:				
Highways and streets	44 000 00	44 000 00	42 956 40	(1 043 60)
Weed control	4 800 00	4 800 00	4 800 00	-
Culture and recreation:				
Library	2 500 00	2 500 00	2 500 00	-
Capital outlay	<u>173 750 00</u>	<u>172 050 00</u>	<u>1 775 93</u>	<u>(170 274 07)</u>
Total expenditures	<u>362 475 00</u>	<u>362 475 00</u>	<u>169 259 99</u>	<u>(193 215 01)</u>
Excess (deficiency) of revenues over expenditures	(169 945 00)	(169 945 00)	22 477 29	192 422 29
Fund balance, April 1	<u>169 945 00</u>	<u>169 945 00</u>	<u>277 871 72</u>	<u>107 926 72</u>
Fund Balance, March 31	<u>-</u>	<u>-</u>	<u>300 349 01</u>	<u>300 349 01</u>

TOWNSHIP OF AETNA  
Mecosta County, Michigan

GENERAL FUND EXPENDITURES BY DETAILED ACCOUNT  
Year ended March 31, 2005

Township Board:	
Wages	2 408 12
Payroll taxes	4 135 75
Retirement	7 971 04
Insurance	4 111 00
Audit	800 00
Miscellaneous	1 772 61
	<u>21 198 52</u>
Supervisor:	
Wages	6 840 00
Supplies	2 418 22
Miscellaneous	640 80
	<u>9 899 02</u>
Elections:	
Wages	1 248 42
Miscellaneous	440 83
	<u>1 689 25</u>
Assessor:	
Wages	14 559 96
	<u>14 559 96</u>
Clerk:	
Wages	10 467 92
Deputy wages	50 00
Miscellaneous	1 029 08
	<u>11 547 00</u>
Board of Review:	
Wages and supplies	1 011 40
	<u>1 011 40</u>
Treasurer:	
Wages	10 127 96
Deputy wages	58 00
Miscellaneous	1 431 40
	<u>11 617 36</u>
Building and grounds:	
Wages	1 623 12
Utilities	2 791 97
Telephone	574 03
Miscellaneous	2 632 20
	<u>7 621 32</u>
Cemetery:	
Wages	7 402 31
Repairs and maintenance	2 651 01
Utilities	494 69
Miscellaneous	382 50
	<u>10 930 51</u>
Fire protection:	
Contracted services	10 800 00
Insurance	2 184 00
Repairs and maintenance	1 020 65
Supplies	13 148 67
	<u>27 153 32</u>

TOWNSHIP OF AETNA  
Mecosta County, Michigan

GENERAL FUND EXPENDITURES BY DETAILED ACCOUNT  
Year ended March 31, 2005

Highways and streets:	
Repairs and maintenance	<u>42 956 40</u>
Weed control:	
Contracted services	<u>4 800 00</u>
Library	<u>2 500 00</u>
Capital outlay	<u>1 775 93</u>
Total Expenditures	<u><u>169 259 99</u></u>

TOWNSHIP OF AETNA  
Mecosta County, Michigan

CURRENT TAX COLLECTION FUND  
STATEMENT OF CHANGES IN ASSETS AND LIABILITIES  
Year ended March 31, 2005

	<u>Balance</u> <u>4/1/04</u>	<u>Additions</u>	<u>Deductions</u>	<u>Balance</u> <u>3/31/05</u>
<u>Assets</u>				
Cash in Bank	<u>44 14</u>	<u>954 457 61</u>	<u>916 480 86</u>	<u>38 020 89</u>
<u>Liabilities</u>				
Due to other funds	44 14	46 206 39	8 229 64	38 020 89
Due to other units	<u>-</u>	<u>908 251 22</u>	<u>908 251 22</u>	<u>-</u>
Total Liabilities	<u>44 14</u>	<u>954 457 61</u>	<u>916 480 86</u>	<u>38 020 89</u>

TOWNSHIP OF AETNA  
Mecosta County, Michigan

CURRENT TAX COLLECTION FUND  
STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS  
Year ended March 31, 2005

Cash on hand and in bank – beginning of year	<u>44 14</u>
Cash receipts:	
Property taxes	953 448 24
Interest	577 37
Animal licenses	<u>432 00</u>
Total cash receipts	<u>954 457 61</u>
Total beginning balance and cash receipts	<u>954 501 75</u>
Cash disbursements:	
Township General Fund	8 229 64
Mecosta County	406 046 53
Mecosta Osceola Intermediate School District	121 087 01
Morley Stanwood Community Schools	376 447 59
Refunds	<u>4 670 09</u>
Total cash disbursements	<u>916 480 86</u>
Cash on Hand and in Bank – End of Year	<u><u>38 020 89</u></u>

# CAMPBELL, KUSTERER & CO., P.C.

CERTIFIED PUBLIC ACCOUNTANTS

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## AUDIT COMMUNICATION AND REPORT OF COMMENTS AND RECOMMENDATIONS

June 8, 2005

To the Township Board  
Township of Aetna  
Mecosta County, Michigan

We have audited the financial statements of the Township of Aetna for the year ended March 31, 2005. As required by auditing standards generally accepted in the United States, the independent auditor is required to make several communications to the governing body having oversight responsibility for the audit. The purpose of this communication is to provide you with additional information regarding the scope and results of our audit that may assist you with your oversight responsibilities of the financial reporting process for which management is responsible.

### AUDITOR'S RESPONSIBILITY UNDER AUDITING STANDARDS GENERALLY ACCEPTED IN THE UNITED STATES

We conducted our audit of the financial statements of the Township of Aetna in accordance with auditing standards generally accepted in the United States. The following paragraph explains our responsibilities under those standards.

Management has the responsibility for adopting sound accounting policies, for maintaining an adequate and effective system of accounts, for the safeguarding of assets, and for devising an internal control structure that will, among other things, help assure the proper recording of transactions. The transactions that should be reflected in the accounts and in the financial statements are matters within the direct knowledge and control of management. Our knowledge of such transactions is limited to that acquired through our audit. Accordingly, the fairness of representations made through the financial statements is an implicit and integral part of management's accounts and records. However, our responsibility for the financial statements is confined to the expression of an opinion on them. The financial statements remain the responsibility of management.

The concept of materiality is inherent in the work of an independent auditor. An auditor places greater emphasis on those items that have, on a relative basis, more importance to the financial statements and greater possibilities of material error than those items of lesser importance or those in which the possibility of material error is remote.

For this purpose, materiality has been defined as "the magnitude of an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would have been changed or influenced by the omission or misstatement."

An independent auditor's objective in an audit is to obtain sufficient competent evidential matter to provide a reasonable basis for forming an opinion on the financial statements. In doing so, the auditor must work within economic limits; the opinion, to be economically useful, must be formed within a reasonable length of time and at reasonable cost. That is why an auditor's work is based on selected tests rather than an attempt to verify all transactions. Since evidence is examined on a test basis only, an audit provides only reasonable assurance, rather than absolute assurance, that financial statements are free of material misstatement. Thus, there is a risk that audited financial statements may contain undiscovered material errors or fraud. The existence of that risk is implicit in the phrase in the audit report, "in our opinion."



To the Township Board  
Township of Aetna  
Mecosta County, Michigan

In the audit process, we gain an understanding of the internal control structure of an entity for the purpose of assisting in determining the nature, timing, and extent of audit testing. Our understanding is obtained by inquiry of management, testing transactions, and observation and review of documents and records. The amount of work done is not sufficient to provide a basis for an opinion on the adequacy of the internal control structure.

### **SIGNIFICANT ACCOUNTING POLICIES**

The significant accounting policies are described in Note 1 to the financial statements.

### **OTHER COMMUNICATIONS**

Auditing standards call for us to inform you of other significant issues such as, but not limited to, 1) Accounting estimates that are particularly sensitive because of their significance to the financial statements or because of the possibility that future events affecting them may differ markedly from management's current judgments; 2) Significant audit adjustments that may not have been detected except through the auditing procedures we performed; 3) Disagreements with management regarding the scope of the audit or application of accounting principles; 4) Consultation with other accountants; 5) Major issues discussed with management prior to retention; and 6) Difficulties encountered in performing the audit.

We have no significant issues, regarding these matters, to report to you at this time. Audit adjustments were minimal, and are available to review.

### **GASB 34 IMPLEMENTATION**

The Governmental Accounting Standards Board issued a new reporting model for governmental units which was required to be implemented for the fiscal year ended March 31, 2005. The implementation of this pronouncement for the Township of Aetna began with the year ended March 31, 2005. The daily operations and recording transactions did not change significantly, however, the Township is required to maintain additional records for the year end adjustments to the final presentation format.

### **COMMENTS AND RECOMMENDATION REGARDING INTERNAL CONTROLS/ COMPLIANCE/ EFFICIENCY**

Our procedures disclosed the following conditions that we would like to bring to your attention:

#### **SEGREGATION OF DUTIES**

A separation of duties between persons who authorize transactions and persons who have control over the related assets does not always exist.

The least desirable accounting system is one in which an employee is responsible for executing the transaction and then recording the transaction from its origin to its ultimate posting in the General Ledger. This increases the likelihood that intentional or unintentional errors will go undetected. In most cases, adequate segregation of duties substantially increases control over errors without duplication of effort.

We understand that due to the size of needed staff, a proper segregation of duties may be impractical and the "cost to benefit" relationship may not justify the addition of accounting staff to accomplish the desired segregation.

These conditions were considered in determining the nature, timing and extent of the audit tests to be applied in our audit of the Township's financial statements and this communication of these matters does not affect our report on the Township's financial statements, dated March 31, 2005.

To the Township Board  
Township of Aetna  
Mecosta County, Michigan

SUMMARY

We welcome any questions you may have regarding the foregoing comments and we would be happy to discuss any of these or other questions that you might have at your convenience.

Sincerely,

*Campbell, Kusterer & Co., P.C.*

CAMPBELL, KUSTERER & CO., P.C.  
Certified Public Accountants